

## DRAFT FY18 ALTERNATE METHOD NOTIFICATION LETTER

Date:

To Whom It May Concern:

The Utah Department of Health is sending this letter to let you know that you/your loved one, who is currently residing in an Intermediate Care Facility for People with Intellectual Disabilities (ICF/ID), has been determined eligible for the ICF/ID Transition Program (Program). If an eligible individual is selected to participate in the Program, he/she will have the opportunity to move from their current care facility to another setting offered through a Medicaid Home and Community Based Services program. This program is called the Community Supports Waiver. It provides services and supports to people who live in home and community based settings. Participation in the Program is voluntary. An individual does not have to participate if they do not want to move.

To be considered for the Program, the Utah Department of Health first determines eligibility. To be eligible for the Program, an individual must:

- Currently live in a Utah ICF/ID and have lived there for at least 12 months in a row, and
- Be a Utah Medicaid recipient.

Due to limited funds, not everyone who is eligible for the Program will be able to participate. There is only funding to allow approximately 16 individuals to participate in the Program this year. In accordance with established rules, the Utah Department of Health uses the following two methods to select eligible individuals to participate:

1. First, eligible individuals are ranked based upon the length of uninterrupted time they have lived in a Utah ICF/ID. (Those that have lived in a Utah ICF/ID for the longest amount of consecutive time are ranked highest.) Half of all participants for the Program will be selected from this list.
2. Second, half of the participants are selected from a randomized list of eligible individuals. Selection from the random list ensures that eligible individuals have an opportunity to be selected.

Both lists are then combined, alternating one eligible individual from each list until all potential participants are assigned a ranking.

A representative from the Utah Department of Health will contact individuals or guardians of the highest ranked individuals to provide program education and determine interest in the Program. A representative from the Utah Department of Health or the Utah Department of Human Services will conduct as in person visit with individuals who do not have a guardian. Once individuals have been educated about the Program, they will have ten days to accept or decline participation in the Program.

When interest in the Program is verified, a representative from the Utah Department of Human Services will contact the individual or guardian to schedule a planning meeting. In the planning meeting, everyone involved will work to identify the individual's unique needs and the services available to meet those needs.

If you have any questions regarding the ranking process or about other questions about the Program, please feel free to call me at (801) 538-9294.

Sincerely,

Glen Larsen